

TOWN OF FOREST HEIGHTS, MARYLAND
TOWN MEETING
VIRTUAL MEETING | WEDNESDAY, JUNE 16, 2021, | 8:00PM
AGENDA

Call to Order 8:00PM

Roll Call Council:

| | | |
|---|----------------------------------|---------------------------------|
| 1. Habeeb-Ullah Muhammad, Mayor | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 2. Calvin Washington, Council President -- Ward I | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 3. Robert Barnes, Councilman -- Ward I | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 4. Clifton Atkinson, Councilman -- Ward II | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 5. Theresa Brownson, Councilwoman -- Ward II | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 6. Taunya Hines, Councilwoman -- Ward III | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 7. Paula Noble, Councilwoman -- Ward III | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |

I. Moment of Silence

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

a. Minutes from June 7, 2021

IV. A brief discussion on Employee Healthcare Contribution from Mr. Robinson Town Administrator

V. Public Period (limit 2 minutes)

VI. Legislation:

- a. **RESOLUTION 24-21:** A RESOLUTION TO APPROVE AN AMENDMENT OR CHANGE ORDER FOR A PUBLIC WORKS CONTRACT WITH FORT MYER CONSTRUCTION CORPORATION FOR THE PROJECT ALONG NORTH HURON DRIVE
- b. **RESOLUTION 25-21:** A RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE NEIGHBORHOOD DESIGN CENTER, INC. AND THE TOWN OF FOREST HEIGHTS TO PROVIDE AN ARBORIST LED TREE INVENTORY WITH MANAGEMENT AND REPLANTING RECOMMENDATIONS FOR ROADSIDE AND PUBLIC TREES
- c. **RESOLUTION 27-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF MELVIN BROWN AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT
- d. **RESOLUTION 28-21:** A RESOLUTION APPROVING A PURCHASE AND SERVICE AGREEMENT WITH BILL.COM REGARDING ELECTRONIC BILL PAYMENTS FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT
- e. **RESOLUTION 29-21:** A RESOLUTION TO AMEND RESOLUTION 45-20 TO APPROVE ADDITIONAL SERVICES UNDER A PREVIOUSLY APPROVED CONSTRUCTION MANAGEMENT PROPOSAL OF PENNONI ASSOCIATES INC. FOR THE NORTH HURON DRIVE SAFE ROUTES TO SCHOOL PROJECT
- f. **RESOLUTION 30-21:** A RESOLUTION BY THE MAYOR AND TOWN COUNCIL APPROVING TOWN PARTICIPATION IN THE MARYLAND CIRCUIT RIDER TOWN MANAGER PROGRAM AS A MEMBER OF THE NORTH BEACH/FOREST HEIGHTS CIRCUIT
- g. **EMERGENCY ORDINANCE NO. 02-21:** AN EMERGENCY ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE AND ADOPT THE FISCAL YEAR 2022 BUDGET

VII. New Business

VIII. Adjournment

<https://us02web.zoom.us/j/86008316885>

Meeting ID: 563484463

One tap mobile

+13017158592, 563484463# US (Washington DC)

Dial by your location +1 301 715 8592 US (Washington DC)

Meeting ID: 86008316885

**Town of Forest Heights
Mayor/Council Work Session- 7:30 PM
Monday, June 7, 2021
Meeting Minutes
Virtual Meeting**

Call to Order: 7:31 PM

Roll Call: CM Barnes, CW Noble, CW Hines, CM Washington, Mayor Muhammad present. Quorum established.

Moment of Silence

Pledge of Allegiance

Approval of Agenda Motion by CM Washington to approve the agenda; seconded by CW Hines; all in favor; motion passed.

Public Period: None

Staff Reports

Treasurer's Report: Town Treasurer Mrs. Vaughn stated, in response to CW Noble, that the audit had not yet been completed, that she would speak to the auditor to follow up, and that she hoped it could be by the end of the week. CW Noble asked if notice for the Budget Hearing on June 14 had been given to the residents. The Treasurer stated that it had been put in the Gazette. The Town Clerk replied that it had been put in the newsletter. In addition, signs will be placed up around the town tomorrow, and it has been advertised on the electronic billboard. CW Noble asked when the audit is scheduled. The Town Treasurer stated that it is done every year, and that it is due by October 31. The audit started late.

Public Works: CW Noble noted that some street signs were missing, and some crime solvers signs were old and faded. Public Works would cut the grass by Sachem Drive. The Treasurer responded to a question about contract payment saying that they would get back to her. Public Works Director Mr. Vaughn clarified an expense on Rolph Drive, noting that the pervious pavement has been faulting. The estimate is for repairs. The contractors are saying that it is faulting because of the underground streams. CW Noble asked why another bid was being placed on Cree Drive. Mr. Vaughn stated that they had only received one proposal, so it was being resubmitted.

Chief of Police: Status report from Chief of Police were distributed to the Town Council and can be picked up at the clerk office.

Town Administrator: CW Noble asked what the time of when trash collection starts and finishes. Town Administrator Mr. Robinson answered that they can narrow down the time, but that it is dependent on other circumstances. Mr. Vaughn noted that Yard Waste was not picked up on the 1st because of the Memorial Day holiday schedule. That would affect their timing due to high volume. Mr. Robinson added that they were in close communication with Goode Companies, and that they were active in correcting problems, and that they sent reports documenting who had not followed the rules. CW Noble asked when people could expect the newsletter. Mr. Robinson stated that they targeted it to be out by the 5th of the month, but that factors may cause that to change. In addition, there are multiple ways people can view the newsletters, including news boxes and online publication. He noted that they are looking at more efficient ways to deliver. CW Noble noted that there was out of date information on the Forest Heights website. Mr. Robinson replied that they were working on updating the website and removing outdated content.

Ward Reports

Ward I: CM Barnes stated that he put Mr. David Acevido as a candidate for the Ward II seat to get the Hispanic community more involved in the Town.

Ward II: None

Ward III: CW Hines announced Kids to Parks Day on June 19 at Bell Acre's Park. It is from 12-3PM and will feature games and activities for all ages.

CW Noble reported that residents were complaining about the sound from the ice cream truck. She proposed having the truck in one location. CM Washington stated that it would not be safe to have it in one location as it would require kids to cross 210, that they could talk more about it offline. He noted that several of the problems previously discussed could be discussed more offline, and that trash does not always have a fixed schedule.

Mayor's Report: None

Vote for Ward II Councilmember: Motion by CM Washington to nominate a person for the Ward II vacancy; seconded by CM Barnes; all in favor. Mayor Muhammad announced the candidates: Mr. David Acevido and Ms. Theresa Brownson; vote for Acevido (1 yes; 4 no); vote for Brownson (4 yes; 1 no); motion passed. CW Brownson to be sworn in on Tuesday, June 8, 2021.

Legislation

Resolution 24-21: A Resolution to approve an amendment or change order for a Public Works contract with Fort Myer Construction Corporation for the project along North Huron Drive; motion by CM Washington to waive the full reading; seconded by CW Hines; no discussion.

Resolution 25-21: A Resolution to approve a memorandum of understanding between the Neighborhood Design Center, Inc. and the Town of Forest Heights to provide an arborist-led tree inventory with management and replanting recommendations for roadside and public trees; motion by CM Washington to waive the full reading; seconded by CW Hines; no discussion.

Resolution 26-21: A Resolution to appoint a successor to fill the vacancy in the office of Councilman for Ward II; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; no discussion.

Resolution 27-21: A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Melvin Brown as a police officer to serve within the Forest Heights Police Department and to approve a reimbursement agreement; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; no discussion.

Resolution 28-21: A Resolution approving a purchase and service agreement with Bill.com regarding electronic bill payments for a finance automation pilot program to be administered by the Forest Heights Police Department; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; discussion; CW Noble asked if the police or the treasurer would be in charge of the program; the Town Treasurer replied that she would be overseeing it, and applying it to the police department's invoices as a pilot program.

Resolution 29-21: A Resolution to amend Resolution 45-20 to approve additional services under a previously approved construction management proposal of Pennoni Associates Inc. for the North Huron Drive Safe Routes to School Project; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; no discussion.

New Business: CW Hines proposed the council consider making Juneteenth a holiday observed in some form by the town employees. The mayor suggested that any interested council members contact CW Hines.

Meeting Adjourned: 8:22 PM

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 24-21**

**A RESOLUTION TO APPROVE AN AMENDMENT OR CHANGE ORDER FOR A
PUBLIC WORKS CONTRACT WITH FORT MYER CONSTRUCTION
CORPORATION FOR THE PROJECT ALONG NORTH HURON DRIVE**

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the North Huron Drive Sidewalks – Phase I Project (Contract No. FHRFB 2-17) included reconstruction of more than 2,300 linear feet of pervious concrete sidewalk, reconstruction/upgrades to driveway aprons, construction of ADA compliant concrete ramps, tree and fence removal and installation, and pavement markings to allow for pedestrian flow and access to the area schools; and

WHEREAS, at its August 21, 2019, Town Council meeting, the Town Council approved Resolution 52-19 which awarded the bid and authorized the Mayor to execute a contract on behalf of the Town with Fort Myer Construction Corporation for the construction of a sidewalk along North Huron Drive for a total cost of \$539,449.10; and

WHEREAS, Resolution 42-20 was passed on July 15, 2020, to approve Change Order #1 (also known as Extra Work Order (“EWO”) #1) for the contract with Fort Myer Construction Corporation, regarding an issue raised by the awardee indicating that “there are some line items missing in the proposal such as GAB [Graded Aggregate Base] under the driveway[s];” and

WHEREAS, said price addition under Change Order #1 increased the overall amount of the bid response from \$539,449.10 to \$555,764.10, but would still result in the Fort Myer bid response being the lowest bidder; and

WHEREAS, the North Huron Safe Routes to School Project has been completed except for additional change orders pertaining to similar issues emanating from the unforeseen work items that were not anticipated in the original bid’s scope of work but needed to complete the project in a timely manner during the declared COVID-19 emergency and since the public schools announced reopening for in-person hybrid learning starting in April 2021; and

WHEREAS, although the Mayor is delegated certain emergency powers during a declared health emergency to issue orders as are imminently necessary for the protection of life and property, and make emergency contracts and amendments to contracts not exceeding \$10,000 under Section 20.4 of the Town Code, the Mayor finds that it is in the best interest of the Town to have Change Order #2, including nine (9) items added to the scope of work, as ratified by the Council in this Resolution; and

WHEREAS, the table attached hereto as Exhibit 1 entitled “TOFH Close Out (Invoice #6)” depicts the nine line item changes, highlighted in red text, added to the scope of work entailing 37 discreet tasks or work items for North Huron Project; and

WHEREAS, both parties to the then proposed contract at the time agreed that this aspect of the scope of work was not made explicit in the advertised bid package nor was it adequately addressed in the original bid response by Fort Myer; and

WHEREAS, the price addition for Change Order #2 is \$38,146.18 and would increase the overall amount of the contract’s consideration from \$555,764.10 to \$593,423.06; however since \$487.22 remains unexpended from the previous authorization only \$37,658.96 of additional funds are needed to be added to the authorized contract to cover the total price of work performed (\$593,423.06); and

WHEREAS, the following individual item change orders (Silt Fence (Item 3004) & Sediment Tank (Item 3005), ADA compliance (Items 2005, 5001, 5006, 6008, 6009), Asphalt Berm (Item 3006) submitted by the Contractor, Fort Meyer Construction Corporation, are attached hereto as Exhibits 2 through 4; and

WHEREAS, in addition, the following individual item change orders necessitated are the following (i) 3 driveways (grade too steep, cars dragging), (ii) panels (5-6) at Community Garden where newly poured sidewalk was covered with plastic and someone on bicycle drove through on top of plastic and caused ruts that made it unacceptable under ADA standards when inspected, and (iii) unidentified trucks drove over sidewalk panels and damaged them near Bell Acres Park, are also enumerated in Exhibit 1; and

WHEREAS, the Town has received Safe Routes to School monies in the amount of \$211,000.00 from the SHA to assist with the funding of this project; and

WHEREAS, since the contract had been executed, and performed and the changes described herein were necessary and reasonably needed to be expedited, the Town Council finds it to be in the best interest of the Town to approve the above-described Change Order #2 or amendment as described herein.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland have received, reviewed and approved the attached exhibits depicting the unit cost adjustments to the original bid amount, as adjusted by Change Order #2, as submitted by Fort Myer Construction Corporation referred to as Exhibits 1-5 of this Resolution.

AND, BE IT FURTHER RESOLVED that the Town Council hereby amends and ratifies Resolutions 52-19 and 42-20, to conform with the intent of this Resolution and to further approve and authorize the Mayor to execute a contract amendment or change orders with Fort Myer Construction Corporation in the revised amount of \$593,423.06 to carry out the

performance of the project described hereinabove to be paid from Budget line item 8018 "North Huron Street Reconstruction."

AND, BE IT FURTHER RESOLVED, that the Town Council of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute any other related instrument or document necessary to carry out the intent of this Resolution.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 16th day of June 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| MUHAMMAD | _____ |
| VACANT | _____ |
| NOBLE | _____ |
| BARNES | _____ |
| HINES | _____ |
| WASHINGTON | _____ |
| ATKINSON | _____ |

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 16th day of June 2021 with _____ Aye votes and _____ Nay vote the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

Exhibits 1-5 (change orders and ToFH Close Out (Inv. #6) spreadsheet)

The Town of Forest Heights
Resolution 24-21

TOWN OF FOREST HEIGHTS
RESOLUTION 25-21

**A RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE
NEIGHBORHOOD DESIGN CENTER, INC. AND THE TOWN OF FOREST HEIGHTS TO
PROVIDE AN ARBORIST LED TREE INVENTORY WITH MANAGEMENT AND
REPLANTING RECOMMENDATIONS FOR ROADSIDE AND PUBLIC TREES**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Neighborhood Design Center (NDC) has been awarded a National Fish & Wildlife Foundation grant to assist small municipalities within Prince George's County with their urban forestry plan, and the Town of Forest Heights (the Town) is interested in partnering with NDC to support their urban forestry program for approximately 1,200 public trees with a tree inventory, tree maintenance recommendations and to make an application to MD Department of Natural Resources (DNR) for a roadside tree care blanket permit; and

WHEREAS, unlike Roadside Tree Project Permits issued for a specific tree or group of trees for specific tree care operations, Roadside Tree Blanket Permits are issued for comprehensive and continuing programs of general tree care such as those administered by State agencies, counties, municipalities, corporations, and public utilities; and

WHEREAS, a roadside tree is any tree whose trunk grows all or in part within a public road right-of-way, regardless of ownership of the physical property (Town platted streets are typically 50 feet in width including both improved and grassy areas of the street), and before a roadside tree is trimmed or cared for in any way, a Tree Care Permit must be obtained from the DNR Forest Service, and a permit is also required when underground construction, such as tunneling, trenching, or boring, impact the root zone of a roadside tree, and planting a tree within the public road right-of-way also requires a permit, and any work performed on a roadside tree must be done by a Roadside Tree Care Expert (employed by a public agency) or a Maryland Licensed Tree Expert, and when tree care is performed on a roadside tree without a permit, a fine may be assessed or more severe actions taken by the DNR Forest Service; and

WHEREAS, the Charter of the Town of Forest Heights (the "Charter"), Section 33-20(b)(11) and (25) authorizes the Council to make agreements with other governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions, and to accept gifts and grants of Federal or of State funds from the Federal or State governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

WHEREAS, the Charter, Section 33-20(b)(11) and (25) authorizes the Town to have control of all public ways in the Town except such as may be under the jurisdiction of the State Roads Commission of Maryland or Prince George's County, and subject to the laws of the State of Maryland and the Charter, the Town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town; and

TOWN OF FOREST HEIGHTS
RESOLUTION 25-21

WHEREAS, the Charter, Section 33-90 further authorizes the Mayor and Council to pass certain legislation of a non-permanent nature regarding an administrative matter by resolution in lieu of ordinance; and

WHEREAS, the Town will provide community and stakeholder outreach, logistical support where needed, and metrics reporting of hours and funds spent to satisfy its in-kind contribution, and the in-kind contribution from the Town is anticipated to be approximately \$5,000 in staff / volunteer hours and expenses to occur during 2021; Budget Line Item 7264; and

WHEREAS, the Council finds that the purpose of this MOU is consistent with advancing the interests of the Town to promote the health, safety and welfare of the Town's residents, and is in keeping with the general welfare clause of Section 33-21 of the Charter.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and ratifies the "Memorandum of Understanding" dated 5/10/2021 between the Neighborhood Design Center, Inc. and the Town of Forest Heights to provide an arborist-led tree inventory with management and replanting recommendations for roadside and public trees, attached hereto as Exhibit A and incorporated by referenced herein (the "MOU"); and

BE IT FURTHER RESOLVED, the Town Council further delegates to the Town Administrator the requisite authority to execute said MOU on behalf of the Town including any appropriate indemnification or liability release forms deemed necessary, and that the MOU shall be deemed to be approved, and authorized as of the effective date of this Resolution; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this ____ day of June 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

VACANT

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

Town of Forest Heights

Resolution 25-21

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TOWN OF FOREST HEIGHTS
RESOLUTION 25-21

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of June 2021 with _____ Aye votes and _____ Nay votes the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

Exhibit A, (MOU re: Neighborhood Design Center (NDC)) dated 5/10/2021, attached hereto.

**TOWN OF FOREST HEIGHTS
RESOLUTION 27-21**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS,
MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF MELVIN BROWN
AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE
DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

WHEREAS, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

WHEREAS, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

WHEREAS, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

WHEREAS, the Council finds that Melvin Brown has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Brown as a Police Officer.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby consents to the Mayor's appointment of Melvin Brown as Police Officer at the annual salary of \$50,000.00; and

BE IT FURTHER RESOLVED, that said officer's salary shall be paid from line item 7269 Salary from the FY2021 Budget; and

BE IT FURTHER RESOLVED, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said Officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve the requisite minimum of two (2) years.

**TOWN OF FOREST HEIGHTS
RESOLUTION 27-21**

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of June 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| MUHAMMAD | _____ |
| VACANT | _____ |
| NOBLE | _____ |
| BARNES | _____ |
| HINES | _____ |
| ATKINSON | _____ |
| WASHINGTON | _____ |

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 28-21**

A RESOLUTION APPROVING A PURCHASE AND SERVICE AGREEMENT WITH BILL.COM REGARDING ELECTRONIC BILL PAYMENTS FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, Section 33-50 (Checks) of the Charter of the Town of Forest Heights requires that all checks issued in payment of Town obligations shall be signed by two persons who shall be designated from time to time by resolution of the Council, provided that if they shall fail to designate such persons, all checks shall be signed by the Mayor and counter-signed by the Town Administrator or Town Clerk, and in either person's absence or incapacity, the President of the Council, or in his absence, a Council member with the approval of a majority of Council members, may sign or counter-sign a check and the Council by resolution may establish an alternate system whereby electronic payments of authorized purchases may be accomplished through banking institutions, provided documentation shall be maintained; and

WHEREAS, according to Wikipedia, Bills.com is a US-based web site providing financial planning tools and financial services including bill payment; and

WHEREAS, the Town Administrator along with the Chief of Police and the Town Treasurer have recommended that the Mayor and Council consider a pilot program to allow the Police Department to move toward the purchase and use of Bill.com's integrated electronic check issuing service at the following price (service fee) structure:

| | | |
|-----------------------------------|---|-----------------|
| Monthly fee: | \$69 per user per month (Estimated 4 users initially) | \$276.00 |
| Fee per payment/check: | \$1.69 (estimate average of 50 checks a month) | \$ 84.50 |
| Fee per e-payment/ACH: | \$0.49 (estimate average of 20 e-payments) | \$ 9.80 |
| Approx. Total Monthly Fee: | | \$370.00 |

WHEREAS, ACH stands for Automatic Clearing House and are electronic payments made through the ACH network, a secure system and federally regulated network for clearing electronic payments between banks, managed by NACHA (the National Automated Clearing House Association), which is much faster than using paper checks; and

WHEREAS, according to its website, Bill.com integrates with QuickBooks and other accounting programs to enable a business entity or government to pay bills electronically via ACH and has the capability to receive payments electronically from payors; and

WHEREAS, paying invoices and bills with Bill.com can be scheduled to be paid with a single click and the accounts payable product simplifies the complicated and time-consuming bill

Town of Forest Heights

Resolution 28-21

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**THE TOWN OF FOREST HEIGHTS
RESOLUTION 28-21**

approval process by automatically routing bills to approvers, and Town officials can approve invoices to be paid remotely, whereby electronic payments made through Bill.com are designed for security since data in transit is encrypted with Transport Layer Security (TLS); and

WHEREAS, the Mayor and Council finds that engaging the services of Bill.com will be an efficient and cost effective way to pay a portion of the Town's bills in a manner that is consistent with the Town Charter.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Town Council of the Town of Forrest Heights, that the Treasurer and the Town Administrator are hereby authorized to enroll in Bill.com's Bill Payment Service, according to the terms and conditions found at <https://www.bill.com/legal/terms-of-service>, and associate one or more bank account(s) with the Town's Bill.com account.

AND BE IT FUTHER RESOLVED, that this service shall be paid from line item 7042 – Service Contracts of the FY 2021 annual budget; and

AND BE IT FUTHER RESOLVED, that the Mayor and her designees shall take reasonable precautions to ensure account security and the mitigation of possible theft, embezzlement, loss, compromise or unauthorized use, and further restrict, dedicate and regulate the amount of funds available to the account(s) designated for bill paying through Bill.com.

AND BE IT FUTHER RESOLVED, that the Mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this ____ day of June 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| MUHAMMAD | _____ |
| KENNEDY II | _____ |
| NOBLE | _____ |
| BARNES | _____ |
| HINES | _____ |
| WASHINGTON | _____ |
| ATKINSON | _____ |

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 28-21**

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

[Exhibit - BILL.COM General Terms of Service and proposal doc.]

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of May 2021 with _____ Aye votes and _____ Nay votes the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 29-21**

A RESOLUTION TO AMEND RESOLUTION 45-20 TO APPROVE ADDITIONAL SERVICES UNDER A PREVIOUSLY APPROVED CONSTRUCTION MANAGEMENT PROPOSAL OF PENNONI ASSOCIATES INC. FOR THE NORTH HURON DRIVE SAFE ROUTES TO SCHOOL PROJECT

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town has undertaken various activities in the past designed to improve water drainage of streets, roads, alleys and by-ways in the Town, which began with the preparation of the Drainage Assessment and Inspection Report and the Pedestrian Facilities Assessment and Transition Plan prepared by Pennoni Associates Inc. on January 22, 2011; and, this was an undertaking generally referred to by the Town as the “Forest Heights Permeable Green Streets Project;” and

WHEREAS, there are several sources of funding being used by the Town to pay for the construction project along North Huron Dr. including a Safe Routes to School grant awarded by the Maryland Department of Transportation State Highway Administration in the amount of \$211,000.00; and

WHEREAS, on October 7, 2013, the Mayor and Council pursuant to Resolution 70-13 approved an engineering proposal by Pennoni Associates, Inc., for design of the reconstruction of North Huron Drive, which included an allowance to subcontract with A.D. Marble & Company (“A.D. Marble”) whereby Pennoni would incorporate final drainage, SWM, E&S and landscape designs developed by A.D. Marble to prepare a comprehensive set of final design plans, and to further allow Pennoni to incorporate construction specifications, estimates and permits/approvals obtained by A.D. Marble into the final construction and bidding documents; and

WHEREAS, the Town Council originally authorized the Mayor to enter into an Engineering Services Proposal for Safe Routes to School along North Huron Drive dated December 1, 2016 for a fee not to exceed sixty thousand dollars (\$60,000.00); and

WHEREAS, at its August 21, 2019, Town Council meeting, the Town Council approved Resolution 52-19 which awarded the bid and authorized the Mayor to execute a contract on behalf of the Town with Fort Myer Construction Corporation for the construction of a sidewalk along North Huron Drive for a total cost of \$539,449.10, which has since been revised; and

WHEREAS, the North Huron Drive Sidewalks – Phase I Project (Contract No. FHRFB 2-17) includes reconstruction of more than 2,300 linear feet of pervious concrete sidewalk, reconstruction/upgrades to driveway aprons, construction of ADA compliant concrete ramps, tree

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 29-21**

and fence removal and installation, and pavement markings to allow for pedestrian flow and access to the area schools; and

WHEREAS, on March 26, 2018, Resolution 18-18 regarding a revised supplemental proposal for professional engineering services for the design of the SRTS Project for North Huron Drive in the amount of \$34,000 was approved; and

WHEREAS, on July 6, 2020, Resolution 45-20 was approved in the amount of \$125,000 for a construction management proposal of Pennoni Associates, Inc. dated July 2, 2020, which included full time construction inspections, field management, data entry and concrete testing as well as engineering and coordination needed to process and implement requests for information from various state and local agencies for the North Huron Project; and

WHEREAS, the professional services proposal of Pennoni Associates, Inc. approved in March of 2018 and July 2020 allowed for revisions or changes for additional services beyond the scope of the proposal provided the monies for those services were budgeted; and

WHEREAS, as noted in Res. 45-20, the Project was a first of its kind for the Town and stipulations associated with SRTS grant funds were revealed to include certain oversight and adherence to State and Federal grant requirements including the necessity to provide constant construction project inspectors on site during all times of construction; and

WHEREAS, the federal and state requirements have been numerous and substantial including bringing in specially qualified construction management inspectors for erosion & sediment control (ESC) certification for projects of this nature having Maryland Department of Environment (MDE) and State Highway Administration (SHA) credentials also known as "Yellow and Green" cards; and

WHEREAS, during the pre-construction meeting held for the project kick-off, it was discovered that although the subject of project management had been substantially addressed by the project team, a full complement of construction project inspectors had not been identified nor budgeted for, to the extent necessary to fulfill the SHA requirement of on-site inspectors and construction management needed to cover the entire timeframe, without any interruptions in coverage, associated with the project; and

WHEREAS, the construction phase of the North Huron Drive Sidewalk construction project began on February 24th 2020 and at the time it was the staff's focus to make sure the project construction management inspection component was solidified to ensure timely project completion within the approximately ninety-day projected construction period and, since the construction contract that had been awarded in August 2019 was in jeopardy, due to ongoing negotiations on changes orders, the staff elected to continue with Pennoni's services into the construction phase under the prior approved personal services contract; and

The Town of Forest Heights
Resolution 29-21

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 29-21**

WHEREAS, since Pennoni Associates, Inc. tendered its proposal dated July 2, 2020, for professional services for SRTS along North Huron Drive for construction inspection, field management, and other services and the weeks passed during the pandemic other issues arose involving computation and submission of unforeseen paperwork, inspection and justification of supplies under the rigorous SRTS grant, as well as supply amounts and quality fell to the consultant as extra administration; and

WHEREAS, Pennoni Associates, Inc. has submitted the following invoices since its construction management proposal dated July 2, 2020, was approved: (i) Inv. 1065854 on 4/2/21 (\$105,684.00), (ii) Inv. 1057101 on 1/29/21 (\$138,203.50), and (iii) Inv. 1048301 on 11/18/20 (\$8,047.66) for a total of \$251,935.16.

WHEREAS, upon further calculation and internal auditing, staff has determined that once all historical payments made to this account were tallied, as well as the remaining balance available to make payments for this service connected to Resolution 45-20 and the \$125,000.00 threshold, the amount required for Town Council authorization to pay as the remaining balance to Pennoni Associates is \$225,768.50.

NOW THEREFORE, BE IT RESOLVED that the Council authorizes and approves an amendment to Resolution 45-20 to increase the authorized amount for a construction management proposal of Pennoni Associates, Inc. dated July 2, 2020, attached hereto, and incorporated herein as Exhibit A, to include an additional \$225,768.50 adjusted as described above to finalize the performance of the project described herein above to be paid from Budget line item 8000. However, one final closeout invoice for final project administration is pending next month.

AND, BE IT FURTHER RESOLVED, that the Town Council of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute any other related instrument or document necessary to carry out the intent of this Resolution.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 16th day of June 2021.

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 29-21**

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

VACANT

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 16th day of June 2021, with ____ Aye votes and ____ Nay vote the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

Exhibit A -(Contract/proposal (2020))

The Town of Forest Heights
Resolution 29-21

THE TOWN OF FOREST HEIGHTS
RESOLUTION 30-21

**A RESOLUTION BY THE MAYOR AND TOWN COUNCIL APPROVING TOWN
PARTICIPATION IN THE MARYLAND CIRCUIT RIDER TOWN MANAGER
PROGRAM AS A MEMBER OF THE NORTH BEACH/FOREST HEIGHTS CIRCUIT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town of North Beach, Maryland has been contacted by the Maryland Department of Housing and Community Development about its desire to continue participation in the Maryland Circuit Rider Town Manager Program for 2021 and 2022; and

WHEREAS, the Town of North Beach and Town of Forest Heights have agreed to partner in participation of this program with the Town of North Beach as program sponsor; and

WHEREAS, both Towns' Mayors and Town Councils recognize there is a significant need for services to be provided by the Municipal Circuit Rider to the area municipalities; and

WHEREAS, the Mayors and Town Councils of North Beach and Forest Heights have once again agreed to join the circuit which is sponsored by the Town of North Beach in partnership with the Town of Forest Heights; and

WHEREAS, the Maryland Circuit Rider Town Manager program regulations requires approval of a Resolution authorizing participation by each individual municipality; and

WHEREAS, the two towns in the North Beach/Forest Heights Circuit will each agree to contribute their proportional financial share to the program as a supplement to help pay for program costs; and

WHEREAS, the Mayor and Town Council of Forest Heights agree to pay its proportional share contribution of \$1,500.00 for the Circuit Rider which begins July 1, 2021 and ends June 30, 2022, to be allocated from Budget Line item 8047; and

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Town Council of the Town of Forest Heights hereby endorses the participation of the Town of Forest Heights in the North Beach/Forest Heights Circuit Rider Town Manager program; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 30-21

PASSED this 16th day of June 2021.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of June 2021 with ____ Aye votes and ____ Nay vote the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

**AN EMERGENCY ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN
OF FOREST HEIGHTS, MARYLAND TO APPROVE AND ADOPT
THE FISCAL YEAR 2022 BUDGET**

Introduced By: Mayor Muhammad

ENACTED: June 16, 2021

WHEREAS, Section § 5-205(b) of the LG Article of Md. Ann. Code, authorizes a municipality to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants except that a municipality: (i) may not spend money if the money was not appropriated at the time of the annual levy, (ii) may spend money only for the purpose for which the money was appropriated, and (iii) may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

WHEREAS, Section 33-45 of the Town Charter was amended on October 21, 2015 by Charter Amendment Resolution No. 01-15 changing the form of approval of the budget by resolution to ordinance; and

WHEREAS, pursuant to Section 20.5 of the Town Code, the Town Treasurer is directed to prepare under the supervision of the Mayor and to submit through the Mayor quarterly financial reports to the Town Council in writing, due within 15 days of the first day of January, April, July, and October, whereby the reports shall provide estimates of the revenues and expenses in the categories provided in the budget resolution [ordinance] effective for the three months preceding the issuance of the quarterly report and for the year-to-date, showing the variances of those items to the budgeted amounts, and furthermore, the quarterly report is to include a statement of the estimated assets and liabilities of the Town as of the last day of the quarter being reported; and

WHEREAS, Section 33-12 of the Town Charter authorizes in cases, as determined by Council, that the procedural requirement stated in said Section for passing ordinances in the regular course of business may be suspended by the affirmative votes of five members of the Council and that an emergency ordinance shall become effective on the date specified in the ordinance, and a summary of each ordinance shall be published at least twice in the "Forest Heights News," the town newsletter or in a newspaper or newspapers having general circulation in the municipality; and

WHEREAS, the Mayor and Council finds that due to the fast approaching new fiscal year and the fact that the executive budget was recently submitted to the Council, and that there

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

is limited time and/or it is otherwise impractical to schedule additional special sessions in June to allow for a budget ordinance to be passed in the regular course of business at two separate meetings; therefore, the Council finds that it is efficient, more cost effective and in the best interests of the Town to waive the procedural requirements and pass the budget ordinance on first reader as an emergency measure.

SECTION 1.

NOW THEREFORE BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, that the Fiscal Year 2022 Budget for the Town of Forest Heights is hereby approved by the Mayor and Town Council of the Town of Forest Heights, Maryland such that the sums and amounts appropriated are hereby adopted for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, to defray expenses and operations costs for the Town of Forest Heights as follows:

REVENUES

GENERAL FUND REVENUES

| | |
|---|-----------------------|
| Town Real Estate Taxes - Noncommercial | \$953,441.00 |
| Town Real Estate Taxes - Commercial | \$51,333.00 |
| Town Real Estate Taxes – Rented Residential | \$94,691.00 |
| Income Taxes | \$240,000.00 |
| Other Taxes | \$93,000.00 |
| Trash Fee | \$187,935.00 |
| INTERGOVERNMENT | \$489,650.00 |
| LICENSES & PERMITS | \$15,300.00 |
| TOWN SERVICES | \$8,596.00 |
| SPEED CAMERA | \$2,200,000.00 |
| OTHER REVENUES | \$98,050.00 |
| OTHER FINANCING | \$311,190.19 |
| FUND BALANCE | \$2,377,268.00 |
| TOTAL BUDGETED REVENUES | \$7,120,454.19 |

EXPENDITURES

| | |
|---------------------------|--------------|
| GENERAL GOVERNMENT | \$72,452.00 |
| ADMINISTRATION | \$379,589.00 |

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

| | |
|--------------------------------------|-----------------------|
| NON-DEPARTMENTAL | \$273,700.00 |
| PUBLIC SAFETY | \$1,333,949.00 |
| PUBLIC WORKS | \$458,336.00 |
| SPEED CAMERA | |
| Direct Speed Camera Cost | \$1,384,967.00 |
| State Revenue | \$200,000.00 |
| Allowable Expenses | \$15,200.00 |
| STREET IMPROVEMENTS | \$556,190.19 |
| TRASH SERVICES EXPENSE | \$196,535.00 |
| CAPITAL IMPROVEMENTS | \$133,000.00 |
| MUNICIPAL BUILDING EXPENSE | \$1,065,000.00 |
| STREET LIGHTING EXPENSE | \$42,000.00 |
| TOTAL SPECIAL PROGRAM EXPENSE | \$47,200.00 |
| GRANTS – RESTRICTED FUNDING | \$29,000.00 |
| FUND BALANCE | \$933,336.00 |
| TOTAL BUDGETED EXPENDITURES | \$7,120,454.19 |

SECTION 2.

AND BE IT FURTHER ORDAINED AND ENACTED, that if any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

SECTION 3.

AND BE IT FURTHER ORDAINED AND ENACTED, that this Emergency Ordinance shall take effect immediately upon its enactment, having been passed by the required yea and nay votes of the Mayor and Council of the Town of Forest Heights.

SECTION 4.

AND BE IT FURTHER ORDAINED AND ENACTED, that upon passage, the Town Clerk shall cause to be published a fair summary of this Emergency Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights, and that this Ordinance shall not be codified or otherwise published in the Town Ordinance Code.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

SECTION 5.

AND BE IT FURTHER ORDAINED AND ENACTED, that Resolution 30-20 establishing the Fiscal Year 2022 Tax Rates on May 19, 2021 and waste removal fees as approved on May 19, 2021 are hereby reapproved and ratified as stated below provided that any inconsistencies in any prior legislation shall be controlled by this Emergency Ordinance:

| | | | |
|----------------------------------|----|--------|-------------------------------------|
| Noncommercial Real Property | \$ | .5076 | per \$100.00 of assessed valuation; |
| Commercial Real Property | \$ | .5878 | per \$100.00 of assessed valuation; |
| Rented Residential Real Property | \$ | .5076 | per \$100.00 of assessed valuation; |
| Business Personal Property | \$ | 1.75 | per \$100.00 of assessed valuation; |
| Public Utility Property | \$ | 2.00 | per \$100.00 of assessed valuation; |
| Waste Removal | \$ | 201.00 | per household/flat fee. |

SECTION 6.

AND BE IT FURTHER ORDAINED AND ENACTED, that notwithstanding this emergency budget ordinance, the FY 2022 Budget may be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the Town Council (the "Detailed Budget"). Although not considered incorporated by reference or formally part of this FY 2022 Emergency Budget Ordinance, the Detailed Budget, unless subsequently modified, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Council at the Town meeting wherein the FY 2022 Budget was approved.

SECTION 7.

AND BE IT FURTHER ORDAINED AND ENACTED, that all budget amendments transferring monies between major revenue funds, line items, classifications and/or major appropriations as reflected in this FY 2022 Emergency Budget Ordinance shall be submitted to the Council for approval, from time to time, by ordinance. Minor budget changes or amendments, however, occurring within certain specified sub-categories or the various detailed items not reflected herein above but shown in the Detailed Budget shall be approved from time to time by the Mayor subject to review by the Town Council pursuant to the requirements of Section 20.5 (Preparation of the quarterly financial report).

HAVING BEEN INTRODUCED at a Public Meeting of The Mayor and Council of the Town of Forest Heights held on the 14th day of June 2021, at 6:30 o'clock p.m., in the Municipal Building in Forest Heights, Maryland;

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

AND HAVING BEEN READ as an emergency ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the affirmative votes of at least five (5) of the members of the legislative body including the Mayor on this 16th day of June, 2021, at ____ o'clock p.m., in the Municipal Building in Forest Heights, Maryland as indicated below.

PASSED this 16th day of June 2021.

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| MUHAMMAD | _____ |
| BARNES | _____ |
| HINES | _____ |
| BROWNSON | _____ |
| ATKINSON | _____ |
| NOBLE | _____ |
| WASHINGTON | _____ |

I HEREBY CERTIFY that the above Emergency Resolution __- 21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 16th day of June 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

CERTIFICATION

I HEREBY CERTIFY that upon the approval of the requisite five (5) affirmative votes and following its passage, a summary of this Emergency Ordinance No. 02-21 has been published at least twice in the town newsletter or a newspaper having general circulation in the Town of Forest Heights.

Date: _____, 2021

Sherletta Hawkins, Town Clerk